

UHESA Meeting #31  
Utah State University  
August 9, 2007  
9:00 a.m. – 4:00 p.m.

## **BREAKFAST**

### **WELCOME and BUSINESS ITEMS.....Mike Jorgensen**

Meeting called to order at 9:40 am.

College of Eastern Utah:	Geniva Brooks
Dixie State College:	Laurie Sullivan
Salt Lake Community College:	Butch Steffen
Snow College:	Mike Jorgensen, Jim Kittelsrud and Jeff Sirine
Southern Utah University:	Barbara Rodriguez, Bruce Tebbs and Casey Bowns
University of Utah:	Robin Mullins
Utah State University:	Jill Ballard, Karen Hoffman and Matt Lovell
Utah Valley State College:	Clint Moser
Weber State University:	Jennifer Evans, Jose Gomez, Nancy Jarvis (Thursday Only), and Carol Lapine (Friday Only)

### **INTRODUCTIONS.....Jennifer Evans**

Jennifer introduced the group to “Coulor Blind”

Each person was blindfolded and given a piece of puzzle that was a shape and color. They were then told that they could ask questions and Jennifer would answer them. They had to work together to find out which two pieces were missing from the puzzle. It was really important for everyone to listen to the others. Everyone’s input was important. It took quite a while but eventually they were able to complete the game.

### **BUSINESS ITEMS.....Mike Jorgensen**

- Approval of Minutes from July 11, 2007 meeting  
Jennifer made a motion to accept minutes. Bruce seconded. Vote was unanimous.
- Review and Approval of Financial Report  
This was tabled until later in the conference.

Attendees were asked to review Delegate information from each institution and give corrections to the secretary, Jill Ballard.

### **WEBSITE OVERHAUL AND LOGO DISCUSSION.....Nancy Jarvis**

- It was decided that the Logo needed to be cleaned up a little. Everyone liked the colors they just wanted it to be more clear, they felt that it was too busy. Nancy will work on it.
- Nancy will email out Logo information after changes have been made.
- We would like to move the Executive Board to the top of the contact list and to add the year to the board members.
- Jill will get Nancy all of the board members names and information.
- New Bylaws will be added.
- New website will be <http://organizations.weber.edu/UHESA>
- Each institution will need to change your links on your individual websites.
- Each institution needs to email Nancy your University Logos so they can be added as a link to the UHESA website. Email them to [n.jarvis@weber.usu](mailto:n.jarvis@weber.usu)
- Legislative items need to be added.

**BREAK FOR LUNCH**

Reconvened at 1:00.....

**KEYS TO DYNAMIC LIVING.....John Paul Murphy**

Marsha Howell from PEA/USU introduced John Paul Murphy to our group.

- Leadership is what you do with your chewing gum when no one is looking.
- 4 Basic Simple Leadership Steps (Become who you want to become)
  1. Being real people.  
I am the very best \_\_\_\_\_ in existence, no one can make me feel inferior without my permission and you'll make a lousy anyone else.  
A champion is someone who gets up one more time each time he gets knocked down.  
Each one of us was born to be champions.  
Always look in the windshield and not through the rear view window.  
You take care of the pennies and the dollars will follow  
Crisis + time = HUMOR
  2. Strive to Like all people  
Young, Old, Obese, Mean,  
Like all people how they relate to their own potential
  3. Aim high and shoot for the stars  
Find People doing things right
  4. Live by John Paul 11<sup>th</sup> Commandment  
Thou shall not take themselves too darn serious

No matter what your past has been you have a spotless future.

“Communication depends on our ability to make sense of the world as we perceive it, and to understand the perceived world as other describe it”. GEOFF COX

**FINANCIAL REPORT.....Barbara Rodriguez**

Barbara shared UHESA's financial with the group. A beginning fund balance transfer budget was shared, showing invoices, expenses and revenues for the previous year. Ending fund balance as of August 2007 is \$3586.72. 19 individuals attended the Annual Conference and all monies will be sent to USU to cover registration fees. UHESA dues, in various amounts, are still owed by Dixie, SLCC, and Snow. Jennifer motioned to accept the financial statements and Bruce seconded. It was unanimously approved.

**BYLAWS.....Mike Jorgensen**

Laurie made a motion that we change dues to \$200.00 to allow for cost for the Executive Boards travel and for the lunches at our on-site meetings. Barbara seconded. Vote was unanimous.

Section I. Representation and Membership #1 add – and committee chairs to end of sentence. Motioned by Clint. Seconded by Jeff. Vote was unanimous.

Section II. Executive Board. The Executive Board member shall not serve as a committee chair. Added to 1<sup>st</sup> Paragraph. Motioned by Geniva. Seconded by Robin. Vote was unanimous.

ARTICLE II. DUES. 2<sup>nd</sup> paragraph add – and committee chairs as approved by Executive Board. Motioned by Laurie. Seconded by Jennifer. Vote was unanimous.

Reimbursement amounts were changed.

Registrations Fee	Waived
Lodging (up to 2 nights)	\$100/night
Meals	\$25 per Day
Travel	.485 Mileages (as per state rate)

Motioned by Robin. Seconded by Geniva. Vote was unanimous.

\*\* Sentence taken out entirely. Motioned by Jennifer. Seconded by Laurie. Vote was unanimous.

ARTICLE V. Terms of Office and Duties of Officers. Section I. Terms of Office. Treasure will serve for three years in office.

**HOT ISSUES.....Mike Jorgensen**

UVSC is given 80 hrs for birth leave. Do not use vacation or sick leave. It is for the mother or the father. They have up to a year to use it.

**Paid service.**

Dixie \$3000/yr for President

\$1500 spring and fall

Pay \$3 per month for dues to be used for socials.

UVSC \$1500/yr President (Serves for two years)

\$ 500/yr Secretary

SUU \$3000 President

\$1200 Secretary

**YEARS of SERVICE.**

Weber: Lunch, spouse is invited, slide show. Choose a gift out of a catalog.

UVSC: 5 yr –Lunch 10 yr Dinner. Choose a gift out of a catalog

UofU: Dinner after 20 years. \$50.00 gift. 3 staff gets \$1000

CEU: Breakfast, names announced, Plaques given for 20 or 25 years.

SLCC: Banquet, spouse invited, group picture, gift.

Snow: Assembly at 1<sup>st</sup> of the school year, shirt, gift certificate.

Dixie: 10 yr increments. Watch at 10 years. Staff employee of the semester.

SUU: Plaque. 30-35 opening social lunch

USU: Lunch, Gifts vary for years of service.

**USE IT OR LOSE IT: When does each institution use it or lose it end.**

Weber: October

USU: December

Uof U: December

SUU: June

UVSC: June

CEU: June

SLCC: September 28

Snow: June

Dixie: December

**ELECTIONS.....Jennifer Evans and Mike Jorgensen**

Nominees for President-Elect: Jeff Serrine, Bruce Tebbs, Jill Ballard and Clint Moser

Nominees for Secretary: Jill Ballard, Geniva Brooks Karen Hoffman and Laurie Sullivan.

No Nominees or Election for Treasurer: Barbara Rodriguez is fulfilling a three year term.

Motion to close nominations was made and seconded. Vote was unanimous.

Each nominee was asked if they would be willing to serve.

Ballots were distributed. Results are:

President-Elect: Clint Moser, WSU

Secretary: Jill Ballard, USU

Some of the door prizes were given out. The rest will be given out tomorrow.

Meeting adjourned at 4:30 pm and will reconvene on August 11 at 8:30 am.

Meet in front of the university inn for a bus tour that will end up at Mack Park.

Dutch oven dinner and entertainment will be held at Mack Park in Smithfield 7:00 p.m.

## UHESA Meeting # (continued – Day 2)

Utah State University

August 10, 2006

8:30 a.m. – 1:00 p.m.

### **BREAKFAST and BUSINESS ITEMS.....Laurie Sullivan**

Meeting called to order at 9:00 am. Marsha Howell introduced USU President Stan Albrecht. He talked to us about things going on at USU and some of the partnerships with other higher education institutions. 25% of USU's funds come from the state. We all need to work together with our institutions and with our legislators. It was opened up to Q&A.

### **UHESA LEGISLATIVE COMMITTEE.....Butch Steffen**

Fred Hunsaker, Legislator and VP for Finance at USU gave a presentation on **Understanding the Life of a Local Legislator: Making Effective Contacts for Shaping Policy Decisions in Higher Education**. He gave us caution and tips to get involved.

- **Engaging the Political Process as Higher Education Employees: Politicians do not view themselves as Higher Education (H.E.) experts. They generally see themselves as the officially elected public keeper of society, politics and the economy.**
    - Over the last decade, H. E. has drawn the attention of the public and thereby politicians because of the impact H. E. has on our nation and individuals.**
    - I encourage you to join your state legislators in examining existing higher education legislation and developing new legislation when and where needed.**
    - Legislators need you at the table!**
- 1. Be a player**
  - 2. Obtain legislative success by being your own lobbyists**
  - 3. Make it a united effort**
  - 4. Get to know those individuals who have been elected to represent you**
  - 5. Make a point of knowing the legislation being proposed**
  - 6. Think long-term/initiatives**
  - 7. Make constituent contacts with legislators**
  - 8. Do not offend**
  - 9. Make the legislator's job easier by being a creditable hardworking colleague**
  - 10. Present solutions to problems by narrowing the many H. E. issues to one or two**
  - 11. Put a face on the effect of legislation**
  - 12. Remain in constant contact with elected representatives**

Now is the time. Get together as a group and then work with your institution. Meet with your legislators.

Butch met separately with his legislative group and then they brought back priorities for UHESA day at the capitol.

He would like to get the Legislative Letter out in September.

Butch comment that 5 legislators really appreciated UHESA's work. UHESA day last year was well attended. Our priorities that were received last year were 3.5% salary, 1.5% retention, 9% health benefits. Salary cap issue was not approved.

This year's priorities: Salary Compensation, Health Benefits, Staff Retention.

It was decided to go with:

1. UHESA requests a 4% salary increase with continued coverage of health insurance costs.
2. UHESA requests additional funding for retention of staff members.
3. UHESA requests that Higher Education be exempt from the spending cap on any budget surplus.

We need to push a little but stay reasonable. We pushed for a COLA for the first couple of years and it didn't go anywhere. We need to back up what we are asking for.

Butch would like us all to look at the letter when we get it and provide feedback to him ASAP.

If you would like you can go to the legislative site and sign up to receive emails of the upcoming bills.

**UHESA'S FUTURE.....Jennifer Evans**

Jennifer led the group in developing a meeting schedule for the 2007-08 school year.

Jennifer will set up the UEN conference calls for the year.

- 2007-2008 Meeting Schedule was approved as follows:
  - Monthly conference call meetings on the second Wednesday of each month from 1:00 – 2:00 p.m. (Excluding November, February, May and August)
    - September 12<sup>th</sup> 1:00 – 2:00 pm
    - October 10<sup>th</sup> 1:00 – 2:00 pm
    - November 16<sup>th</sup> 10:00 am – 2:00 p.m. at SUU
    - December 12<sup>th</sup> 1:00 – 2:00 p.m.
    - January 9<sup>th</sup> 1:00 – 2:00 pm
    - February TBD – 9:00 a.m. – 1:00 p.m. at Capital – UHESA Day at Legislature
    - March 12<sup>th</sup> 1:00 – 2:00 pm
    - April 9<sup>th</sup> 1:00 – 2:00 pm
    - May 16<sup>th</sup> 10:00 a.m. – 2:00 p.m. at SLCC
    - June 11<sup>th</sup> 1:00 – 2:00 pm
    - July 9<sup>th</sup> 1:00 – 2:00 p.m.
    - July 31<sup>st</sup> - August 1<sup>st</sup> 2-day annual conference at U of U

**Concept of Service, Utah State as a test case.....Ross Peterson**

Marsha Howell introduced our speaker Ross Peterson.

- In higher education we are married to the community.
- We are in a service industry.
- We are in a service to each student to help them get their education.
- We always need to remember the purpose.
- We need to have staff that really cares about the students.
- We married ourselves to the concept that education is important.

**BREAK FOR LUNCH**

The rest of the door prizes were given out.

During lunch the annual meetings were officially adjourned.

Institution representatives left after lunch at 1:15 p.m.